

Application Fee \$ _____ Receipt No. _____ Date _____
Certificate of \$ _____ Receipt No. _____ Date _____
Occupancy Fee

TOWN – VILLAGE OF HARRISON
DEPARTMENT OF BUILDING
One Heineman Place, Harrison, NY 10528

APPLICATION FOR CHANGE OF USE AND/OR OCCUPANCY PERMIT

APPLICATION NO. _____ DATE FILED _____
CERTIFICATE OF OCCUPANCY NO. _____ DATE ISSUED _____

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR A CHANGE OF USE AND/OR OCCUPANCY PERMIT AND ATTESTS THAT NO CONSTRUCTION OR STRUCTURAL CHANGES WILL BE PERFORMED OR MADE:

NUMBER AND STREET _____ ASSESSOR'S
VERIFICATION _____
ZONE _____ BLOCK _____ LOT(S) _____
OWNER _____
OWNER'S ADDRESS _____ PHONE _____
LESSEE _____
LESSEE ADDRESS _____ PHONE _____

Former Occupant _____ Former Use _____

New Occupant description, including a detailed description of proposed cosmetic changes and non-structural alterations _____

AFFIDAVIT OF OWNERSHIP

State of New York }
County of Westchester } ss:

DO NOT CHANGE THE WORDING
OF THIS AFFIDAVIT

_____ being duly sworn,
(Owner, Lessee, Architect or Builder/Contractor)
deposes and says that: _____ is the owner in fee of the
premises to which this application applies; that he/she (the applicant) is duly authorized to make this application;
and that the statements contained herein are true to the best of his/her knowledge and belief.

Sworn to before me this _____
day of _____ 20____.

(Signature of Applicant)

(Notary Public)

APPLICATION APPROVED BY: _____

BUILDING DEPARTMENT MUST PERFORM A FINAL INSPECTION PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY

APPLICATION INSTRUCTIONS:

ONCE THIS APPLICATION IS SUBMITTED, IT WILL BE REVIEWED BY A BUILDING INSPECTOR, AND A PLAN CORRECTION WILL BE SENT OUT TO YOU AFTER IT IS REVIEWED.

PURSUANT TO 235-71-B(1)A SIGN SHALL BE POSTED ON THE PROPERTY ON OR BEFORE THE FIFTH CALENDAR DAY UPON RECEIPT OF THE ABOVE MENTIONED PLAN CORRECTION. SUCH SIGN SHALL BE AT LEAST 30 X 20 INCHES IN SIZE, CONSIST OF STURDY AND SERVICEABLE MATERIAL CONTAINING A WHITE BACKGROUND WITH BLACK LETTERS AND BE PLACED IN A LOCATION PLAINLY VISIBLE FROM THE MOST COMMONLY TRAVELED STREET OR HIGHWAY UPON WHICH THE PROPERTY FRONTS, BUT IN NO CASE MORE THAN 20 FEET BACK FROM THE LOT LINE. SUCH SIGN SHALL BE AT LEAST SIX FEET ABOVE THE GROUND AND SHALL READ AS FOLLOWS, IN LEGIBLE LETTERING AT LEAST TWO INCHES HIGH.

“ON THIS SITE (DESCRIBE ACTION SET FORTH IN APPLICATION) IS PROPOSED. THIS MATTER HAS BEEN PRELIMINARY DETERMINED BY THE HARRISON BUILDING INSPECTOR TO BE EXEMPT FROM THE REQUIREMENT TO OBTAIN PLANNING BOARD APPROVAL AND THIS SITE PLAN WILL BE FINALLY APPROVED BY THE BUILDING INSPECTOR ON OR AFTER (1ST BUSINESS DAY THAT IS TWO CALENDAR WEEKS AFTER THE DATE THAT THE SIGN IS FIRST POSTED) INTERESTED PARTIES CAN OBTAIN ADDITIONAL INFORMATION FROM THE HARRISON BUILDING INSPECTOR.”

APPLICANT SHALL ALSO GIVE WRITTEN NOTICE TO PROPERTY OWNERS WITHIN 500 FEET OF ANY POINT OF THE SUBJECT PROPERTY BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED AND MAILED NOT MORE THAN FIVE DAYS UPON RECEIPT OF THIS PLAN CORRECTION. THE NOTICE SHALL GENERALLY DESCRIBE THE APPLICATION AND STATE THE EARLIEST DATE UPON WHICH THE BUILDING INSPECTORS DETERMINATION WILL BE FINAL ON A DATE TO BE DETERMINED.